

Arizona Set Aside Procurement Program Meeting Minutes

April 18, 2017

## Attendance:

#### **Members Present:**

Lori Tuell- DHS Sue Kay Kneifel, DES Shanna Ellis, TCH Richard Monaco, AIB Brian Radecki, ACI Carol Carr, Achieve Human Services Barbara Corella

## State Procurement Office Staff Present:

Jason Rutka

## Others Present:

Armando Bernasconi, QC Doug Arnett, QC Claudia Chavez, STARS

Megan McCabe, Triadvocates Bruce Green, YEI Jessica Madrid, ValleyLife Karin Grandon, QC Tim Webber, Vision BP Ben Karnitschnig, QC Dan Feldman, Canyon Office Systems Bill Strait, Wist

Robin Ring, YEI Sabrina Guilin, Valley Life Dennis Stover, Vision BP Dee Williams Nobody's Perfect John Kelly, Triadvocates

Justin Bahsen, YEI Stephanie Brahm, YEI Daniel Trujillo, Flagstaff

#### Minutes:

- I. CALL TO ORDER: Barbara Corella called the meeting to order at 1:35 PM.
- II. ROLL CALL: Barbara Corella took roll. All were present.
- **III. APPROVAL OF MINUTES**: The minutes from the February 17, 2017 meeting were presented for approval. Brian Radecki moved to approve the meetings, Richard Monaco seconded the motion. Vote was unanimous, motion carried.

## **IV.** Discussions

- 1. Introduction of Jason Rutka. Barbara introduced Jason Rutka. Jason will be taking over the committee since Barbara has accepted the full time assignment as the Chief Procurement Officer at the Arizona Department of Child Safety.
- 2. Definition of "direct service"
  - a. At the request of the committee at the last meeting, the Attorney Generals was consulted on the definition of "direct service" The concern was based on the application for feasibility review stating "Pass through prouducts are not allowed". A concern was expressed that the business model proposed by Quality Connections was a pass through product. Barbara contacted the Attorney General's Office and

asked for a review and advice, but not a formal opinion. She provided the feasibility review application, the definition of direct labor as provided by the Ability One program that was the basis of the Set Aside Committee's definition and the guidelines from the Ability One program for review. The Attorney General's Office direction and advice was that based on the delivery component of the service being provided, the proposal was not a pass through contract.

## V. Contract Items

1. Contract Extensions:

ACI (ADSPO14-069818)

Bedding Products

4/2017 - 4/20/18

MOTION: A motion to approve the contract extensions was made by Richard

Monaco.

**SECOND:** The motion was seconded by Shanna Ellis

VOTE: Passed unanimously.

ACI (ADSPO14-069797)

Outdoor Furniture

4/20/17 - 4/20/18

MOTION: A motion to approve the contract extensions was made by Richard

Monaco.

SECOND: The motion was seconded by Carol Carr.

**VOTE:** Passed unanimously.

ACI (ADSPO14-069824)

Cardboard File Boxes

4/22/17 - 4/22/18

MOTION: A motion to approve the contract extensions was made by Shanna Ellis.

SECOND: The motion was seconded by Carol Carr.

**VOTE:** Passed unanimously.

AIB (ADSPO14-070164)

Invoice Processing

4/21/17 - 4/21/18

MOTION: A motion to approve the contract extensions was made by Brian Radecki.

SECOND: The motion was seconded by Shanna Ellis

**VOTE**: Passed unanimously.

ACI (ADSPO15-087910)

Linens

4/29/17 - 4/29/18

MOTION: A motion to approve the contract extensions was made by Shanna Ellis.

**SECOND:** The motion was seconded by Carol Carr

VOTE: Passed unanimously.

2. Price Increase

Quality Connections (ADSPO14-060351

Remanufactured & OEM Printer Supplies

Armando Bernasconi asked to withdrawal this request.

Motion: A motion to withdrawal this requested was made by Richard Monaco

Second: The motion was seconded by Sue Kay Kneifel

Vote: Passed unanimously

## VI. APPLICATIONS AND FEASIBILITY REVIEWS

1. ADSPO14-060351

Remanufactured & OEM Printer

**Quality Connections** 

Supplies

Motion: A motion to approve the application was made by Richard Monaco

Second: The motion was seconded by Carol Carr

**Discussion**: Discussion regarding the application of the definition of direct service, the next steps in the process, the concern of the decision being protested either way and the concern with setting a precedence were held.

Vote: Passed unanimously

2. CNADI Application for Arizona Industries for the Blind

Motion: A motion to approve the application was made by Shanna Ellis.

Second: The motion was seconded by Carol Carr.

**Discuss**: Arizona Industries for the Blind will become a stand alone non-profit organization separate from the State as of July 1, 2017. This is based on recently passed legislation. They were removed as a specific call out from the statute and based on this change in standing must apply to the Committee.

Vote: Motion carried. One abstention - Richard Monaco

3. Engraved Products

Arizona Correctional Industries

**Motion**: A motion to approve the application for a contract was made by Richard Monaco.

Second: The motion was seconded by Carol Carr

**Discussion**: This application was necessary due to the previous contract expiring. ACI needed to adjust product codes, remove some products, and adjust pricing.

Vote: Passed unanimously

4. Signage, Decals, Plaques & Work Identification Products

Arizona Correctional

Industries

Motion: A motion to approve the application for a contract was made by Richard Monaco.

Second: The motion was seconded by Carol Carr.

Discussion: This application was necessary due to the previous contract expiring. ACI needed to adjust product codes, remove some products, and adjust pricing.

Vote: Passed unanimously

# VII. COMMITTEE COMMENTS AND SUGGESTIONS

A request was made to have Jason provide a little bit of his background and history at the next meeting.

A concern was raised about Richard's place on the committee and his possible reappointment. This will be researched.

## VIII. FUTURE AGENDA ITEMS

Schedule Bev Harmon to review the history of the committee

## IX. CALL TO THE PUBLIC

None

X. ADJOURNMENT: The meeting was adjourned at 2:56 p.m.

For inclusion on the next regular agenda, contact Barbara Corella at (602) 542-9136. With prior notice committee members can appoint a proxy if they are unable to attend the meeting. If you require special accommodations, please contact Barbara Corella at (602) 542-9136 at least three working days prior to the meeting.

Barbara M. Corella, C.P.M., CPPB
State Compliance Officer

APPROVED BY THE COMMITTEE:

Barbara M. Corella, C.P.M., CPPB
State Compliance Officer

Date